

DUNDEE TOWNSHIP CEMETERY BOARD

MINUTES OF APRIL 10, 2018

The Township Cemetery Board met in the Township meeting room at 611 East Main St. Suite 201 in East Dundee. Secretary Block called the meeting to order at 1:05 P.M. Secretary Block called the Roll. Trustees Bartelt, Gullickson and Cudney were present. Also, present - Secretary Robert Block and Cemetery Manager Mark Rakow.

Public comments: No members of the Public attended the meeting.

Approval of Minutes from last meeting: Minutes from the January 9, 2018 meeting were reviewed. Trustee Bartelt made the motion to approve the minutes as presented with a second by Trustee Cudney. Upon voice vote, all present voted “aye” – motion carried.

Open Issues

- **Columbaria – Update on Overall Project**

Secretary Block reported that there were no major remaining issues with the Columbaria Garden. Will be looking to control any additional fees from the Engineering firm for ongoing services.

- **Columbaria Marketing Program-**

Secretary Block presented the initial version of the Columbaria Garden brochure. The Board discussed the possibility of running ads in the newspaper regarding the availability of the Garden. Also, the Board discussed how to further disseminate information on the Garden to local funeral homes.

- **Burial/Lot Sales Update –**

a) Cemetery Manager Rakow presented an update on the burials that occurred during the first quarter of 2018.

- **Computer System** – No new developments

- **Financial Report** - The financial reports for Fiscal Year 2017-18 were distributed along with the revenues and expenditures report for the first month of the new fiscal year.

- **Proposed Permit System for all non-floral decorations** – Secretary Block reviewed the general reasons for considering the adoption of stricter rules for these decorations including the need to control the size, appearance and number of the items placed on the graves. Cemetery Manager Rakow submitted additional information regarding the current inventory of crosses on Sections 14 & 15 including the size of the crosses and photos of the crosses that do not conform to our policy. He reviewed the staff’s attempts to contact grave owners about the non-conforming crosses. The Board also discussed the matter of Celtic crosses and statues. The Board asked Cemetery Manager Rakow and Secretary Block to develop a draft letter that could be mailed to the grave owners regarding a decoration that is non-conforming. The Board discussed the allowable dimensions for a cross with the maximum allowable height of 42”

and a proportional width cross bar. Finally, the Board discussed the banning of solar lights and planters from being installed on crosses.

After additional discussion, Trustee Bartelt made a motion to implement the new Decoration Policy and Permit requirement for all items installed on a grave after May 1, 2018. Trustee Gullickson seconded the motion and upon voice vote – all present voted “aye” – motion carried.

New Business -

- **Berm Discussion/Disposal of Extra Dirt:**
Cemetery Manager Rakow presented a history of the retention pond on the east side of the property. He also noted that a berm was built on the east side to hide the trucking operations next door. He stated that the Board needs to decide where the berm will go in the future. Heinz Engineering has done the elevations at the property and has prepared information on what the State of Illinois rules are regarding the management of the storm water runoff from the neighboring property. He stressed an overall plan must be developed including whether we move the berm back to the property line, whether we enlarge the pond and whether we continue the berm to the North. He also outlined the volume of dirt generated from the preparing of graves and the lack of available disposal sites for the dirt generated if we do not redesign the berm onsite.
- **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow outlined the need for paving of the parking area to the south of the current cemetery building. Heinz Engineering has quoted that it would cost approximately \$5,800 to have them develop the plans for grading and moving the existing drywells. The cost of the actual paving was included in Township Highway Department’s bid for this year. After a brief discussion, Trustee Bartelt made the motion to approve having Heinz Engineering develop the plans to pave the parking area. Trustee Gullickson seconded the motion and upon voice vote – all present voted “aye” – motion carried.
- **Artificial Flowers Revisited** – Cemetery Manager Rakow presented his case for rescinding the Board’s approval of artificial flowers at the Cemetery. He stated the artificial flowers create undue maintenance issues as they blow out of vases and must be picked up before the area is mowed to avoid shredding the flowers. After some discussion, Trustee Gullickson made the motion to return to the old policy of not allowing artificial flowers during the growing season. Trustee Bartelt seconded the motion and upon voice vote – all present voted “aye” – motion carried.
- **West Side Cemetery Building Roofing Quotations** – Cemetery Manager Rakow reported that he has several quotations pending – no further action.
- **Ossuarium Memorial Band Lettering** - Cemetery Manager Rakow reported that our contractor had done several test samples and that the best appearing font size while still maintaining a reasonable number of names on the Memorial Band would be ½” high letters. After a brief discussion, Trustee Gullickson made the motion to standardize the Memorial Band lettering at ½” high. Trustee Bartelt seconded the motion and upon voice vote all present voted “aye” – motion carried.

- **Seasonal Help** – Cemetery Manager Rakow reported that he was able to rehire the individual that worked for us last summer.
- **Cemetery Office Renovation Report** – Cemetery Manager Rakow presented a report on the work he and the staff had done to update the appearance of the Cemetery office.
- **Approval of Waiver of Transfer Fee for Sale of Graves** – Secretary Block presented to the Board a request received from a family who had purchased graves a number of years ago at the East Cemetery that have not been used. The family has moved out-of-town and asked that the graves be transferred at no charge to a relative who lives out of the Township solely for the purpose of selling the graves. Should the graves be sold, the normal transfer fees will apply. The consensus of the Board was that this transfer was acceptable. No further action.
- **West Side Cemetery Water Hook Up** – Secretary Block and Cemetery Manager Rakow reviewed the discovery of a new box for the water service at the West Cemetery. Discussions with Village of West Dundee discovered the Village had installed the new box and that it would be possible to install a new water hydrant to provide a water source for individuals looking to water plants. The staff is still working to determine the cost of this option and will present a report at a later meeting.

Reports:

- **Cemetery Manager:**
A review of the Quarterly Burial statistics was presented.

Trustee Cudney moved to adjourn the meeting at 3:55 PM; second by Trustee Gullickson & carried voice vote.



 Robert L. Block, Cemetery Secretary